

~~Administrative - Internal Use Only~~

DDA 78-2359/8

11 July 1978

MEMORANDUM FOR THE RECORD

FROM: John F. Blake  
Deputy Director for Administration

SUBJECT: Review of Policies and Procedures Followed for Recruiting  
CT's for DDO

1. Messrs. Malanick, Janney, Fitzwater and the undersigned met on 11 July to hold a postmortem on the special recruitment officers' conference held last week for purposes of examining problems being encountered in attracting prospective Career Trainees for DDO.

2. As a result of this postmortem meeting, fifteen items have been identified which warrant review and/or action. The purpose of this memorandum is to record those items and assign responsibility for action.

3. The individual items are:

a. Review the records of the members of the last three CT classes and identify how the first contact between the applicant and the Agency came about. Also identify the place of residence of the applicant when the first contact was made. (ACTION: OTR)

b. Request DDO to prepare a new statement setting forth the qualifications sought in CT applicants. (ACTION: Blake)

c. Determine what other kinds of accounts are held by the advertising agency we use [REDACTED] (ACTION: OP/Malanick)

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d. While continuing current work with the advertising agency [REDACTED] undertake a survey to determine if there exists a more appropriate type of agency to handle our business. (ACTION: OP/Malanick)

e. In connection with the above, survey the available advertising agencies in Washington to see if an appropriate one for our account is available. (ACTION: OP/Malanick)

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f. Request DDO to prepare a generalized statement of a case officer's duties which can be used by our field recruiters in their initial interviews with applicants who appear to possess CT qualifications. (ACTION: Blake)

g. Author a scenario as to how best to develop an applicant's interest in serving in the DDO. (ACTION: OTR)

h. Review the current listing of meetings of professional societies to ensure we have the most inclusive list possible for purposes of recruiter attendance. (ACTION: OP)

i. Institute immediate action with OGC to try to restore the hiring benefit of shipping household effects to Washington for CT's. (ACTION: OP)

j. Determine what is the average lead time between initial applicant interview in the field and locally taking the first part of the PATB. Also determine if applicants for other agencies are tested at the same time as applicants being sponsored by the Agency. (ACTION: OP)

k. Endeavor to devise ways that CT applicants for DDO can take the PATB/Part I test in the field. (ACTION: OTR)

l. Commence immediately using in-grade hiring rates. (ACTION: OP)

m. Contact State and see what is their recent experience in the recruitment of potential Foreign Service Officers. (ACTION: OP)

n. Contact Chief, DCD, and discuss the possibility of approaching private sector firms to obtain recruitment referrals. (ACTION: OTR)

4. In addition to the above specific items, Mr. Malanick raised for consideration whether the Office of Personnel could benefit by developing a program similar to the "confidential correspondents" program of the Office of Security. There are two aspects to this proposal. Qualified retirees living in those cities where we have a recruitment office could be considered as a supplement to the resident recruiter. The second aspect is that qualified retirees living in other areas that offer a fair recruitment potential could also be used under the direction of the regional recruiter to expedite the conduct of the initial interview. The Director of Personnel is asked to consult with the Director of Security on the existing program, survey what retirees may be available if this supplemental recruiter program was organized, and then present me with his recommendation.

[Redacted Signature]

John F. Blake

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CT's for DDO

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DDA:JFBlake:kmg (11 Jul 78)

DDA 78-2359/9

11 July 1978

MEMORANDUM FOR: Acting Deputy Director for Operations

FROM: John F. Blake  
Deputy Director for Administration

John:

1. As you know, we are making a very close examination of our policies and procedures for recruiting applicants for the CT program of your Directorate. We just completed a postmortem of the recruiters' conference we held last week to discuss this issue. I have attached for your information the results of a postmortem held on that conference.

2. I write specifically to ask two things of you in connection with the CT recruitment program. We would appreciate receipt from you of a new description of qualifications that you seek in CT applicants. As a result of recent discussions on this issue, I have a feeling you may wish to have the requirements restated. Secondly, we would appreciate receipt of a generalized statement of the work and responsibilities of a case officer that can be used by the field recruiter when he is conducting his initial interview with an applicant who appears to possess qualifications for and inclination toward the DDO. I realize this may present a problem to you but I believe it is essential that our field recruiting officers be given additional guidance on this matter in order to keep alive the interest of a qualified applicant.

3. Would appreciate your cooperation on this matter.

  
John F. Blake

Att (DDA 78-2359/8)

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Recruitment

John F. Blake  
Deputy Director for Administration  
7D 24 Hqs

5454

11 July 1978

Deputy Director of  
Central Intelligence  
7D 6011 Hqs

Frank:

Attached are copies of three pieces of correspondence bearing on the matter of recruitment. May I suggest you familiarize yourself with them and then we have an opportunity to discuss the matter.

/s/ Jack

John F. Blake

Atts:

DDA 78-2359/7, -/8, -/9

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